

20 SEP 1982

SIS NOTICE NO. 16

FY 1982 SIS Rank Stipends and Performance Awards

1. The 1982 rating period for members of the Senior Intelligence Service ends on 30 September. Associated with the preparation of the annual SIS Performance Appraisal Report, all eligible SIS members will be considered for Rank Stipends and Performance Awards based on the successful completion of goals and objectives agreed to in the Advance Work Plan. Therefore, I would like to take this opportunity to review with you our policy and procedures that govern the SIS Awards Program before this important process gets underway.

a. Eligibility

All eligible SIS members will be considered for Rank Stipends and Performance Awards by their immediate supervisor when the Performance Appraisal Report is prepared. Officers on sabbatical or in a LWOP status as well as officers promoted into the SIS or SIS members retiring will be considered for the period on-duty during the current rating cycle.

b. Criteria

Rank Stipends and Performance Awards are granted in recognition of excellence in performance. Consideration for Rank Stipends will also take into account cumulative SIS career accomplishments. To be eligible for a Performance Award, an overall PAR rating of 6 and no less than 5 on each individual duty is required. The Meritorious Officer Stipend requires an overall PAR rating of 6 or better while Distinguished Officer Stipend requires an overall PAR rating of 7.

c. Constraints

1. Combined basic salary and stipend or award may not exceed \$69,630.
2. An SIS officer may not receive the same Rank Stipend during the following four fiscal years.
3. No officer will be granted both a Rank Stipend and a Performance Award in the same year.

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4. Rank Stipends may be granted to three percent of the SIS officers on-duty while Performance Awards may be granted to 20 percent of the SIS officers on-duty based on current Congressional constraints.
5. There are three classes of Performance Awards:
 - (a) 20 percent of payable salary
 - (b) 15 percent of payable salary
 - (c) 10 percent of payable salary

These classes are limited to 5 percent, 20 percent and 75 percent of the SIS officers receiving awards, respectively.

d. Allocation

The DCI/DDCI/EXDIR allocate the number of Rank Stipends and Performance Awards to the Heads of Career Service that may be recommended to the DCI for approval.

e. Compensation

1. Stipends and awards will be given as lump sum cash payments, not subject to retirement fund contribution nor will they be included in the "high three" computation for retirement benefits.
2. The Distinguished Officer rank includes a \$20,000 payment subject to the \$69,630 limit while the Meritorious Officer rank includes a \$10,000 payment. Performance Award amounts are a percentage of base salary.
3. Allowances and differentials are not included in arriving at the \$69,630 statutory limit.

f. Recommendation and Approval Process

Supervisors, PAR Reviewing Officers, Career Boards sitting as Senior Resource Boards and the Heads of Career Service recommend, review, and prioritize Rank Stipend and Performance Award recommendations for SIS-1 through SIS-4 level officers. A copy of the Rank Stipend Performance Award Recommendation Form is attached. This form will be initiated for each SIS officer whether or not recommended for an award. Recommendations are submitted through the Director of Personnel for policy and procedural review to the DCI for final approval.

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g. Presentation

1. Rank Stipends will be presented by the DCI, subject to cover constraints, at an appropriate ceremony.
2. Performance Awards will normally be presented by the Heads of Career Service along with a congratulatory memo from the DCI. Within cover, and security constraints, the Career Services have the option of publicizing Performance Awards recipients.

2. It is unfortunate that Congressional and Office of Personnel Management restraints limit receipt of awards to only a small percentage of those SIS officers who deserve such recognition. However, those of you who do receive an award may be justly proud of your valuable contribution to Agency mission requirements.

/S/ John N. McMahon

JOHN N. MCMAHON
Deputy Director of Central Intelligence

Attachment

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— EYES ONLY —

CONFIDENTIAL (When Filled In)

— EYES ONLY —

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SIS RANK STIPEND AND PERFORMANCE AWARD PROPOSED RECOMMENDATION ACTION

Officer's Name & SIS Grade

Organization of Assignment

Overall PAR

Base Salary

Position Title

Career Service

Signature Required	Date	Stipend/Award Ranking (e.g., 2 of 5)	None	Award Percentage Recommended	Rank Stipend Recommended		Comments
					Merit	Dist.	
Rating Officer							
Reviewing Officer							
Senior Operating Official							
Senior Resource Board							
Dep. Dir./Chmn, E Service							
D/OP (Review Only)							
Other							
DCI/DDCI							Date Paid
Approve							
Disapprove							

FOR OP USE:

Date Received in OP

Rank Stipend/Performance Award Received

Date Paid

\$ Amount

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